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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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August 9, 2007

Freddie L. Dunlap, Supply Commissioner
Room 324 City Hall
1200 Market Street
St. Louis, Missouri 63103-2842

RE: Department of Health (DOH) Special Review - Physical Inventory of Public Health Laboratory (Project # 2007-48)

Dear Mr. Dunlap:

As requested, the Internal Audit Section has completed a physical inventory of fixed assets and supplies at the Department of Health - Public Health Laboratory as of June 1, 2007 (see Attachment). The special inventory review did not include the assignment of identification number and tagging of items as City of St. Louis property. Our objective was to list the contents of the Laboratory.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

If you have any questions, please contact me at (314)622-4723.

Respectfully,

Sedrick D. Blake, CPA, MBA
Audit/Fiscal Executive

Attachment

cc: Pamela Walker, Acting Director, Department of Health
Melba Moore, Commissioner, Department of Health
Bruce Yampolsky, Director of Operations, Department of Health
Ronald Smith, Director of Operations, Mayor's Office



CITY OF ST. LOUIS

***DEPARTMENT OF HEALTH
PUBLIC HEALTH LABORATORY
PHYSICAL INVENTORY***

SPECIAL REVIEW

AS OF MAY 31, 2007

PROJECT #2007-48

DATE ISSUED: AUGUST 9, 2007

*Prepared by:
The Internal Audit Section*



OFFICE OF THE COMPTROLLER

Honorable Darlene Green, Comptroller

**CITY OF ST. LOUIS
DEPARTMENT OF HEALTH
PUBLIC HEALTH LABORATORY
PHYSICAL INVENTORY
SPECIAL REVIEW
AS OF MAY 31, 2007**

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**CITY OF ST. LOUIS
DEPARTMENT OF HEALTH (DOH)
PUBLIC HEALTH LABRATORY**

**PHYSICAL INVENTORY OF FIXED ASSETS AND SUPPLIES
AT PUBLIC HEALTH LABORATORY**

Background

According to Internal Audit files, the last physical inventory and fixed asset review of the DOH Public Health Laboratory (Laboratory) was for the period July 1, 1994 through April 30, 1995 as noted in a report dated July 7, 1995.

The main service area for the laboratory was the first floor at 634 N. Grand. A few other services were provided on the second and third floors. There were also storage areas in the basement.

The contents of the Laboratory primarily consisted of sterilization and diagnostic equipment, glass and plastic ware for sample collection and other disposable supplies.

The Laboratory was closed approximately at the end of fiscal year June 30, 2005. Many of the services performed by the Laboratory, testing for sexually transmitted disease, blood testing for lead poisoning, contamination analysis of food and water samples and administering of hepatitis and immunization vaccines, were outsourced to ConnectCare.

Results of Physical Inventory

We noted several control weaknesses during completion of the physical inventory as listed below:

- An internal fixed asset list of the Laboratory's content was not maintained by DOH.
- The Laboratory areas were not completely secured when it was closed.
 - The whereabouts of the keys to areas of the Laboratory on the first floor and basement were unknown. The Director of Operations had to have some locks re-keyed so Internal Audit could gain access to storage rooms and take inventory. Supervisors in Environmental Health still had keys to the Laboratory.
 - Employees have been allowed unauthorized access to the first floor laboratory area to retrieve items for their own use.
 - Other DOH bureaus and the Department of Human Services have been using the closed Laboratory area as storage and employee work space.
- A fluorescent- antibacterial microscope provided by the Missouri Department of Health could not be located. The former Laboratory Supervisor informed us that DOH would owe the state a microscope if the microscope was not located and returned to designated staff at the State Health Department in Jefferson City. We estimated the cost to replace the microscope at \$683.65.

**CITY OF ST. LOUIS
DEPARTMENT OF HEALTH (DOH)
PUBLIC HEALTH LABRATORY**

**PHYSICAL INVENTORY OF FIXED ASSETS AND SUPPLIES
AT PUBLIC HEALTH LABORATORY**

Results of Physical Inventory (Continued...)

- Some assets were removed from the Laboratory prior to our physical inventory.
 - Leased items were collected by the lessor when the Laboratory closed.
 - The Director of Operations stated some items that were in the Laboratory have already been put to use in other bureaus of DOH. We could not identify those items.
 - The former Laboratory Supervisor was instrumental in distributing selected Laboratory equipment to the City of St. Louis Water Division. The Director of Operations provided us with a list of these items subsequent to fieldwork. The list was not detailed and did not include prices, acquisition dates, and identification numbers. This transfer of items to the Water Division occurred on November 30, 2006.
 - Personnel from ConnectCare and St. Louis Public Schools inquired about collecting items during our inventory. The Director of Operations had to request that no items be distributed until the inventory was completed.
- General disarray and lack of organization of Laboratory contents.
 - File cabinets containing patient information remain in the Laboratory. Health Information Privacy and Portability Act (HIPPA) regulations require these records to be properly secured or disposed.
 - Rooms on the first floor still contain employees' personal items. One employee located her laboratory coats on the floor; the former Laboratory Supervisor commented she needed to retrieve reference books located in her old office on shelves and the floor.
 - Items in their original packaging are stored in rooms with items that have been opened. Some of these opened items have been cleaned and re-sterilized, while others may not have been. We noted several containers that contained unknown fluids.
 - Items that have expired or are no longer sterile remain in storage.
 - Like or similar items are not centrally located, for example microscopes were stored through out two rooms on the first floor and basement storage area of the Laboratory.

Conclusions

The Laboratory's physical inventory may not be relied upon as a complete list of all the assets it owned when it closed because DOH did not maintain an internal listing of its contents. The Laboratory area was not secured to limit access and safeguard contents. Some items were removed from the Laboratory areas prior to physical inventory. The remaining items in the Laboratory were not stored in a central location in an organized manner.

**CITY OF ST. LOUIS
DEPARTMENT OF HEALTH (DOH)
PUBLIC HEALTH LABRATORY**

**PHYSICAL INVENTORY OF FIXED ASSETS AND SUPPLIES
AT PUBLIC HEALTH LABORATORY**

Recommendations

We recommend:

- To ensure limited access to and safeguard the contents of the Laboratory areas, keys should be collected from all former laboratory employees that have been assigned to other bureaus of DOH and assigned to a DOH management personnel.
- Locate the missing fluorescent-antibacterial microscope and return it to the designated personnel at the State Health Department in Jefferson City.
- Determine if the leases for the items collected by the lessors were properly and timely cancelled. Also, ensure the City and DOH did not pay for periods of the lease past the Laboratory's closing date.
- Obtain from ConnectCare and St. Louis Public Schools a listing of items from the Laboratory that may be of interest to them. Determine the condition and salvage value (if any) of the items before they are distributed or transferred to ConnectCare or St. Louis Public Schools.
- Determine the record retention requirements for patient information remaining stored in the Laboratory areas. Comply with HIPPA regulations and properly dispose of (shred) records that no longer need to be retained. Patient records that are required to be retained should be secured and labeled as Protected Health Information (PHI).
- The Laboratory contents should be centralized in a general area on the first or basement floor.
 - Like or similar items in their original packaging should be stored together or arranged in some reasonable manner.
 - Items that can be sterilized, recycled and re-used may be grouped together and prepared for future use.
 - Items that are expired or contaminated should be properly disposed of (considering that they may be glass or potentially hazardous chemicals).

**Department of Health (DOH)
Public Health Laboratory
Physical Inventory As of June 1, 2007
Project # 2007-48**

ATTACHMENT

**Department of Health (DOH)
Public Health Laboratory
Physical Inventory As of June 1, 2007
Project # 2007-48**

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**Department of Health (DOH)
Public Health Laboratory
Physical Inventory As of June 1, 2007
Project # 2007-48**

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Ceramic sample glasses/cups	white Coors 36/box	10 boxes	Room 107	Good
U bottom plates	clear #2205 50/box	5 boxes	Room 107	Good
Dispense - pak-disposable tubes	clear Neutrex 250/box	4 boxes	Room 107	2 Good, 2 Bad
Petri dish	Milipox 47mm 500/box #PD1004705	3 boxes	Room 107	Good
Petri dish	Fischer 60 x 15mm 500/box #0875713A	1 box	Room 107	Open
Petri dish	Remel 500/box #8033305	1 box	Room 107	Open
Chlamydia trachomtis	Pac2GenProbe 20/box #3548	12 boxes	Room 107	Good
Animal transport boxes-rabies test		2	Room 107	Good
hematology slide storage boxes	wooden	12	Room 107	Good
Polystyrene reaction tubes 12x75 mm	clear, glass 120ct/box	1 box	Room 107	Open
Applicator sticks	wooden, 864/box	2 boxes	Room 107	Good
Test-tubes in round wire basket	clear, glass, pointed	139	Room 107	Open/Loose
Test-tubes in square wire basket	clear glass, short	109	Room 107	Open/Loose
Test-tubes in square wire basket	clear, glass, medium	6	Room 107	Open/Loose
Test-tubes in square wire basket	clear, glass, large	3	Room 107	Open/Loose
Test-tubes in square wire basket	clear, glass, extra large	1	Room 107	Open/Loose
CDC update tapes	Legionnaires Disease, yellow case/cover	2	Room 107	Good
Plastic specimen bags		1 box	Room 107	Good
Funnels	clear, plastic, square	5	Room 107	Good
Respirator mask	black	2	Room 107	Good

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Microscope slides 122/box	glass, 75 x 50mm	2 boxes	Room 107	Good
Transport computer boards		3	Room 107	Good-boxed
Microscope slide cases	white, plastic	5	Room 107	Good
Pyrex test tubes 12/box	glass	1 box	Room 107	Good
Cryogenic Vials 50/bas	glass w/orange stoppers	9 bags	Room 107	Good
Pipette	red	3	Room 107	Good
Applicators	cotton tip	100	Room 107	Good
Paper bags	brown, medium	90	Room 107	Good
Disposable pasteur pipettes	glass, small	64	Room 107	Good
Syringes 40/box	plastic, 20mm	1 box	Room 107	Good
Inoculation loops and needles	dark blue, plastic	1000	Room 107	Good
Droppers	black	80	Room 107	Good
Assembled droppers w/ glass tubes		9	Room 107	Open/loose
Unassembled droppers w/glass tube		5	Room 107	Open/loose
Sample cups	clear, round, plastic	1 sqr box	Room 107	Sterilized-boxed
Serology cups/syphilis confirmations	clear, round & square, plastic	1 sqr box	Room 107	Sterilized-boxed
Sample chemistry analyzer cups	clear, rectangle, plastic	1 box	Room 107	Sterilized-boxed
Volumetric flask	glass, 100ml	18	Room 107	Good
Volumetric flask	glass, 500ml	3	Room 107	Good
Volumetric flask	glass, 250ml	5	Room 107	Good

**Department of Health (DOH)
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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Graduated cylinder	glass, 10ml	2	Room 107	Good
Graduated cylinder	glass, 100ml	2	Room 107	Good
Pipette bulbs	red, rubber, various sizes	19	Room 107	Open/loose
Protective hood face masks	clear plastic, green trim	5	Room 107	Good
Rotary auto-plater	brown	1	Room 107	Good
Timer	black	1	Room 107	Good
Frosted slides	glass, 3" X 1" X1mm	9 boxes	Room 107	Good
Culture tubes	glass, 6 X 50mm	10 boxes	Room 107	Good
Water bath	model #186	1	Room 107	Good
Poly-tip applicators		115	Room 107	Good
Sample racks	metal	2	Room 107	Good
Sample racks	plastic	2	Room 107	Good
Sample racks	yellow, blue, red plastic	3	Room 107	Good
Needle vacutainer holders	green, small	100	Room 107	Good
Metal slide holder	silver, small	1	Room 107	Good

**Department of Health (DOH)
Public Health Laboratory
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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Pipette cases w/graduated pipettes	metal, silver, various sized glass	20	Room 107	Good
Reagent bottles	brown glass	5	Room 107	Good
Flasks	clear, glass, graduated various sizes	20	Room 107	Good
Hemoglobin tube rocker	brown/tan Themailyne-Specmix	1	Room 107	Good
Tube top filters	Corning #430314 50ml	2 boxes	Room 107	Good
Desk top file hutch	gray, metal	1	Room 107	Good
Cotton balls		1 box	Room 107	Good
Scientific computer	Sharp LabCraft #5500 EL III	1	Room 107	Good
Pipette stand w/ sample cuts	red	1	Room 107	Good
Tube rocker	blue-gray Belco	1	Room 107	Good
Vaccutainer tubes	clear, plastic	25	Room 107	Good
Filter paper 50 sheets/box		3 boxes	Room 107	Good
Pipette tips 1000/pak		2 paks	Room 107	Good
Applicator sticks	wood	12 boxes	Room 107	Good
Pipette holder	gray, plastic	1	Room 107	Good
Stirring magnets	white	2	Room 107	Good
Vortex Genie Mixer	tan	1	Room 107	Good
Pipette filter units	blue/clear	3	Room 107	Good
Biohazard shipping vessel	red/clear	2	Room 107	Good
Cloth wicks	white, cotton	10	Room 107	Good

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Pipette holder	brown, plastic	1	Room 107	Good
Parafin paper		4 boxes	Room 107	Good
Rubber tubing	black	1 box	Room 107	Good
Differential cell counter	black	1	Room 107	Good-New
Cotton balls	white	1/2 bag	Room 107	Good
Industrial first-aid kit	blue metal box	1	Room 107	Good
Membrane filters	Milipore	2 boxes	Room 107	Good
Mercury vapor detector	black	1	Room 107	Good
Splash screen	clear, plastic	1	Room 107	Good
Tip applicators	Fischer, plastic polyester	150	Room 107	Good
Graduated cylinder	plastic, 100ml	2	Room 107	Good
Pipetting bulb	gray/white Brinkman	1	Room 107	Good
Optical lens paper	yellow, blue	2 pads	Room 107	Good
Disposable loop sample collectors		3 pads	Room 107	Good
Steam sterilizers	clear, brown	5	Room 107	Good
Paper file tray	gray-metal	2	Room 107	Good
Metal sample bowl	silver	1	Room 107	Good
Instrument base	brown, metal, heavy to lift	1	Room 107	Good
Cart	roller, metal, gray	1	Room 107	Good
Hemolysis Applicator		10	Room 107	Good

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Tube covers	white paper	6 paks	Room 107	Good
Stool specimen paks		1 box	Room 107	Good
Merk Chem. Index, Chemist Companion, Methods of Anlys	reference books	3	Room 107	Good
Bacti-Transport Swabs		30	Room 107	Good
Viteck System (for cholesterol testing)		1	Room 107	Good
Sample carousel cups		2 boxes	Room 107	Sterilized
Isolate machine		1	Room 107	Poor
Blood collection kit/tray	silver/metal	1	Room 107	Good
Glass cylinder kit	Matheson #3322	1	Room 107	Good
Glutetenation lamp	gray, metal	1	Room 107	Good
Pipettes	1.1ml	2 boxes	Room 107	Good
Hazard warning labels		3 boxes	Room 107	Good
Capillary tubes	blue tip	7 paks	Room 107	Good
Emergency safety clean-up kit		1	Room 107	Good
Bunsen burners	metal	3	Room 107	Good
Disposable pipettes	1ml	3 boxes	Room 107	Good
Bacterial incinerators	silver/metal, tan	2	Room 107	Good
Rotator	blue, Hyson Wescott	1	Room 107	Good
Rotator	tan, Baxter SP 100	1	Room 107	Good

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Slide stainer	silver metal	1	Room 107	Good
Millipore filter pads		5 boxes	Room 107	Good
Microscope glass cover	25 X 25 mm	19 boxes	Room 107	Good
Microscope glass cover	22 X 22 mm	2 boxes	Room 107	Good
Frosted Microscope slides	25 X 75mm	7 boxes	Room 107	Good
Frosted Microscope slides	3" X 1"	3 boxes	Room 107	Good
Culture tubes	20 X 150 ml	4 boxes	Room 107	Good
Disposable pipette tips	clear plastic 250/bag	3 bags	Room 107	Good
Impulse sealer	blue	1	Room 107	Good
Microscope stand	light grey	1	Room 107	Good
Microscope	tan/black WildHeerbrg Switzerland M5-63576	1	Room 107	Good
Rotator	light grey/black	1	Room 107	Good
Centrifuge	taupe/smoke	1	Room 107	Good
Rotator	red/grey	1	Room 107	Good
Vortex Genie II	tan	1	Room 107	Good
Scale and metal plate	grey Mettler PI-200	1	Room 107	Good
Chlorometer (chloride sampler)	blue/black	1	Room 107	Good
Slide warmer (hot plate)	blue/white	1	Room 107	Good
Graduated cylinder	plastic 1000ml	1	Room 107	Good

**Department of Health (DOH)
Public Health Laboratory
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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Lead Analyzer-Atomic Absorption Spectrometer	PerkinElmer t/GS850	1	Room 107	Good
Centrifuge	metal, labeled as not in use	1	Room 107	Good
First-Aid Kit	white, metal	1	Room 107	Good
Microscope slides	pre-cleaned, plain	4 boxes	Room 107	Good
Sample rack	black metal	1	Room 107	Good
Stop watch	blue/white Fischer Scientific	1	Room 107	Good
Mineral oil vials		11	Room 107	Good
Disposable loop sample collectors	blue	30	Room 107	Good
Micro capillary tubes	red caps	7	Room 107	Good
PH indicator strips	100/box	1 box	Room 107	Good
sample tubes	small, clear glass	4	Room 107	Good
Bunsen burner starter	metal	1	Room 107	Good
Hot oven gloves	white	3	Room 107	Good
Wire baskets	round, silver, metal	25	Room 107	Good
Eye wash solution	pump bottles	2	Room 107	Good
Sample rack	red, square, plastic	1	Room 107	Good
Graduated cylinder	clear, plastic, square	1	Room 107	Good
Sterile spreaders	plastic 2000ml	1	Room 107	Good
	clear, plastic	100	Room 107	Good

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Wire baskets	round, metal	37	Basement Room 5	Good
Pipette Jars-Cleaners	tall, plastic	5	Basement Room 5	Good
Pipette holders w/pipettes 36/basket	metal holders, various size pipettes	100	Basement Room 5	Good
Pyrex sample containers 32/basket	glass w/lids, various sizes	26 baskets	Basement Room 5	Good
Pyrex sample containers 32/basket	plastic w/lids, various sizes	19 baskets	Basement Room 5	Good
Pyrex sample containers	glass, loose on shelf	140	Basement Room 5	Good
Graduated glass sample bottles 30/basket	glass, various sizes	20 baskets	Basement Room 5	Good
Graduated flat bottom flasks	glass, various sizes	80	Basement Room 5	Good
Round bottom flasks	glass, various sizes	30	Basement Room 5	Good
Graduated cylinders	plastic, glass, various	15	Basement Room 5	Good
Wide mouth sample containers 72/box	125ml	6 boxes	Basement Room 5	Good
Disposable culture tubes	glass 250/box	4 boxes	Basement Room 5	Good
Sample tube corks 500/pak	various sizes	44 paks	Basement Room 5	Good
Laboratory glassware dishes	12/box	3 boxes	Basement Room 5	Good
Urine sample cups	plastic w/blue lids	100	Basement Room 5	Good
Glass sample culture tubes	156/box	3 boxes	Basement Room 5	Good
Pipettes, glass 12/box	glass, 1ml	1 box	Basement Room 5	Good
Pipettes, glass	glass, 10ml	10	Basement Room 5	Good
culture tubes, Teflon face	144/box	5 boxes	Basement Room 5	Good
Pyrex culture tubes 96/box	glass	7 boxes	Basement Room 5	Good

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Kemax culture tubes 48/box	glass	4 boxes	Basement Room 5	Good
Wheaton sample bottles w/lids	glass	24	Basement Room 5	Good
Kimble culture tubes 72/box	glass	6 boxes	Basement Room 5	Good
Pipettes capillary 250/box	glass	4 boxes	Basement Room 5	Good
Fischer capillary pipettes	glass, 5 3/4"	360	Basement Room 5	Good
Fischer capillary pipettes	glass, 9"	360	Basement Room 5	Good
Culture tubes 72/box	glass	2 boxes	Basement Room 5	Good
Reagent bottles	plastic	7	Basement Room 5	Good
Disposable pipettes	5ml, glass	108	Basement Room 5	Good
Disposable pipettes	1ml, glass	25	Basement Room 5	Good
Funnels	small, clear plastic	50	Basement Room 5	Good
Pipettes	25ml glass	19	Basement Room 5	Good
Pipettes by Corning	1ml glass	54	Basement Room 5	Good
Erlenmeyer flasks 6/box	500 ml flask	6 boxes	Basement Room 5	Good
Alcotab pipette cleaner tablets		4 bottles	Basement Room 5	Good
Pyrex graduated sample bottles w/caps	250 ml 10 pcs./box	23 boxes	Basement Room 5	Good
Volumetric flasks 24/box	100 ml, glass	1 box	Basement Room 5	Good
Caps for culture sample tubes		6 boxes	Basement Room 5	Good
Pyrex volumetric flasks		6	Basement Room 5	Good
Sample bottles		19 boxes	Basement Room 5	Good

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Incubator	small, white BlueM	1	Basement Room 1	Good
Label maker/portable printer	grey, TimeMed HealthCoder 5000	1	Basement Room 1	Good
Pipette machine	green	1	Basement Room 1	Fair
Pipettors	black rubber	3	Basement Room 1	Good
Time	black rubber	2	Basement Room 1	Good
Metal scale and measuring cups	metal	1	Basement Room 1	Good
Flat bottom flasks	glass, 2000ml	4	Basement Room 1	Good
Graduated sample bottles	glass, 250ml	38	Basement Room 1	Good
Graduated sample bottles	glass, 100ml	17	Basement Room 1	Good
Plastic graduated cylinders	various sizes	10	Basement Room 1	Good
Large water bath	silver metal	1	Basement Room 1	Good
Large water bath	blue/silver, metal	1	Basement Room 1	Good
pH meter		1	Basement Room 1	Good
Hot plate stirrer	grey/white	1	Basement Room 1	Good
Metier scale	white/green Ainsworth	1	Basement Room 1	Good
Automatic pipette machine	green	1	Basement Room 1	Good
Dark dispenser bottle w/dispenser		1	Basement Room 1	Good
Parafilm		1 box	Basement Room 1	Good
Flasks-flat bottom, round bottom	glass, various sizes	70	Basement Rm 1 Closet	Good
Sample racks	metal, various sizes	30	Basement Rm 1 Closet	Fair

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Name of Item	Item Description (color, size, model #)	Quantity	Location	Condition
Wire baskets	Square, round, empty, w/tubes	40	Basement Rm 1 Closet	Good
Graduated cylinders	glass, 1000ml	2	Basement Rm 1 Closet	Good
Sample tubes w/tops	glass	144	Basement Rm 1 Closet	Fair
Syringe	glass	1	Basement Rm 1 Closet	Good
Sample culture tubes	glass	72	Basement Rm 1 Closet	Good
Flasks-flat bottom, round bottom	4000ml	1	Basement Rm 1 Closet	Good
Staining bottles w/tops	plastic	15	Basement Room 1	Good
Pipettes 12/box	glass, 1ml	5 boxes	Basement Room 1	Good
Pipettes 12/box	glass, 10ml	3 boxes	Basement Room 1	Good
Sample bottles 48 pcs/box	160ml	2 boxes	Basement Room 1	Good
Water bath	blue/silver	1	Basement Rm 1 Door 3	Good
Bunsen burners starters		2	Basement Rm 1 Door 3	Good
Petri dishes		100	Basement Rm 1 Door 3	Good
Flat bottom flasks	glass, various sizes	7	Basement Rm 1 Door 3	Good
Two-tier metal cart	silver	1	Basement Rm 1 Door 3	Fair

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